

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 132 AND 432
SHELBYVILLE, INDIANA

January 1, 2004 to December 31, 2004

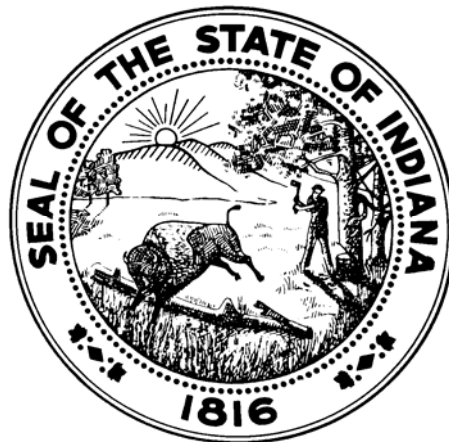


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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Gerald Coleman	01-06-02 to 02-29-04
	Mary DePrez	03-01-04 to 01-09-05
	Joel Silverman	01-10-05 to 01-11-09
Branch Manager	Patricia Diefenderfer	01-01-04 to 05-07-05
	Nikki Collins	05-24-05 to 12-31-05
	Kathy Ferrell	12-05-05 to 12-31-05



STATE OF INDIANA

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STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 132 and 432 (Branches) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branches for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

December 1, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 132 AND 432
 SHELBYVILLE, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2004 to December 31, 2004

	Branch Number 132	Branch Number 432	Totals (Memorandum Only)
Collections:			
Registrations	\$ 3,400,999	\$ 3,486,933	\$ 6,887,932
Titles	602,718	231,232	833,950
Drivers licenses	137,473	45,766	183,239
Watercraft	71,063	37,090	108,153
Miscellaneous	<u>155</u>	<u>20</u>	<u>175</u>
Totals	<u>\$ 4,212,408</u>	<u>\$ 3,801,041</u>	<u>\$ 8,013,449</u>
Distributions:			
State fees	\$ 1,724,532	\$ 1,190,887	\$ 2,915,419
County tax	2,068,224	2,348,282	4,416,506
Commission fees	<u>419,652</u>	<u>261,872</u>	<u>681,524</u>
Totals	<u>\$ 4,212,408</u>	<u>\$ 3,801,041</u>	<u>\$ 8,013,449</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 132 AND 432
SHELBYVILLE, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch

This report contains financial and statistical information for both Shelbyville License Branch Number 132 and Morristown License Branch Number 432. The Morristown License Branch is a satellite branch of the Shelbyville Branch. The Morristown License Branch has limited hours of operation and all personnel and support are provided by the Shelbyville License Branch.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 132 AND 432
 SHELBYVILLE, INDIANA
 STATISTICAL INFORMATION
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Branch Number 132</u>	<u>Branch Number 432</u>	<u>Totals (Memorandum Only)</u>
Vehicle registrations:			
Passenger	17,241	16,513	33,754
Motorcycle	852	821	1,673
RV (housecar)	427	359	786
Light truck	8,516	7,671	16,187
Other truck	436	289	725
Farm truck	286	255	541
Tractor	123	91	214
Trailer	3,012	3,235	6,247
Semitrailer	293	245	538
School and church bus	52	37	89
Other bus	1	6	7
Other	<u>232</u>	<u>11</u>	<u>243</u>
Total vehicle registrations	<u>31,471</u>	<u>29,533</u>	<u>61,004</u>
Drivers licenses and permits:			
Drivers licenses/learners permits	5,831	1,939	7,770
CDL licenses/CDL permits	422	192	614
Placards	893	329	1,222
Other	<u>3,770</u>	<u>1,093</u>	<u>4,863</u>
Total drivers licenses and permits	<u>10,916</u>	<u>3,553</u>	<u>14,469</u>
Titles:			
Vehicles	12,800	3,260	16,060
Watercraft	<u>152</u>	<u>76</u>	<u>228</u>
Total titles	<u>12,952</u>	<u>3,336</u>	<u>16,288</u>
Total watercraft registrations	<u>673</u>	<u>344</u>	<u>1,017</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 132 AND 432
SHELBYVILLE, INDIANA
EXAMINATION RESULTS AND COMMENTS

ACCOUNTABLE ITEMS

The following schedule details missing items revealed during a comparison of actual inventory of accountable items to the Open Inventory Report of the State Bureau of Motor Vehicles at December 31, 2004. No evidence was found to indicate these items have been sold.

<u>Year</u>	<u>Plate Type</u>	<u>Plate Number</u>
2004	Municipal	27417
2006	Special Recognition	FP5469
2006	Special Recognition	MH494
2007	Motorcycle	150146
2007	Passenger	23U488
2007	Passenger	57U486
2007	Passenger	60U488
2007	Passenger	73B5186
2007	Passenger	73C7792
2007	Passenger	73C7973
2007	Personalized	BNF
2007	Truck 7,000	92843S
2007	Truck 7,000	92876S
2007	Truck 7,000	131456S
2008	Temporary Plate	53317

A listing of the items that are to be accounted for to the State Board of Accounts is included in the Branch Operations Policies and Procedures Manual. (Branch Operations Policies and Procedures Manual, Supplies and Equipment Chapter)

YEAR END INVENTORY

The Branch personnel took an inventory at the end of 2004. In January 2005, we tested the accuracy of this inventory. When comparing the year end inventory to the Open Inventory Report, we noted that several items had not been included in the year-end inventory but were observed at the branch at the time of the audit in December 2005.

Prior to year-end, detailed inventory instructions, including a listing of accountable items along with sample forms and examples, were developed and distributed to each branch by BMV Audit Services. (Letter dated December 1, 2004, from the Audit Services Director)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 132 AND 432
SHELBYVILLE, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on December 1, 2005, with Marsha Paris, Assistant Manager.